

DATA CLEARINGHOUSE EDIT PROGRAM
(Version 4.28.0)

Revised: March 06, 2008

TABLE OF CONTENTS

	<u>Page(s)</u>
Retrieval and Installation	03
Clearinghouse Transactions Edit	04 - 21
Report Samples	
'TOTALS' reports	17 - 18
'DETAIL' reports	18 - 19
'COURSE BYPASS' report	20
DETAIL Extract record layouts	
October 1	20
December 1	21
Year End	21
Loading Core Code and Language Code Tables	22
Error Messages	23 - 40

RETRIEVAL and INSTALLATION

The Clearinghouse Edit Program can be downloaded from USOE's secure FTP site at:

<https://secure.schools.utah.gov/>

NOTE: Access to this site requires explicit authorization for **EACH** individual that will have the authority in your LEA to upload Clearinghouse files. Each of these individuals must be set up with a UserID and password by USOE before they can access this site. If someone in your LEA needs access, download the authorization form from the Clearinghouse web page:

<http://www.schools.utah.gov/computerservices/Clearinghouse/Clearinghouse.htm>

Complete the form and fax it to USOE (538-7938 attention Deanna White). The form will be circulated to all USOE department specialists for which the applicant is requesting access. This could take several days **per department approval**. The administrator in your LEA that signs the form can expect a call from each USOE specialist verifying the person really does, in fact, need access to the requested secure folders.

THE NUMBER OF AUTHORIZED INDIVIDUALS PER LEA MUST BE KEPT TO A MINIMUM (1-3)

Sign on and navigate to "Folders\Distribution\Clearinghouse Edit Program" as follows:

Click on "Folders" (left side) then:
Click on "Distribution" then:
Click on "Clearinghouse Edit Program"

Once inside the "Clearinghouse Edit Program" folder, download one of the following two files:

CLH_edit.exe This is the Edit Program executable. In most cases, this is all that will be changed and needing to be downloaded. **Replace** the existing executable on your PC with this one.

CLH_edits_ZIP.exe This is a self-extracting ZIP file that contains the **entire directory structure**. This file should be downloaded and executed when you are installing the software on a PC for the first time or re-installing the entire data structure. Download it to somewhere on your PC then double click it to launch it (it will ask where you want it unzipped to - you should select the **ROOT directory of the "C" drive**). Once unzipped, double click on the executable ("CLH_edit.exe") located in the newly created folder "CLH_edits". If the program has trouble executing, open document "Installation.pdf" and follow the instructions.

There can be several other individual files such as new data tables, instruction documentation, etc. These will be explained individually in the notification sent to you that there are new files to retrieve.

CLEARINGHOUSE TRANSACTIONS EDIT

These instructions are for running the program to edit the transactions extracted from your database. This edit will catch **most** of the errors encountered when the Clearinghouse is updated with the transaction file you send to USOE (there is some data edited against files maintained at USOE that won't be caught until the actual attempt to update the Clearinghouse). This edit **must** be performed on all extracted data prior to sending the file in to USOE. If errors are detected....fix the data in your SIS system, do another extract and perform this edit again. Repeat this procedure until **zero errors** are detected. When you send your transaction file into USOE, it will first be run against this same program to make sure all preliminary errors are caught (this program runs much faster than the actual update).

The startup procedure could be different for each district depending on how it was installed on the PC. Start the edit program and the following screen will appear:

Clearing House Edit

Clearinghouse Transactions Edit

School Year: Update: ☐ October 1
☐ December 1
☐ Year End
☐ CTE (PATI preload)

Path to Transaction File :
 Find File

DI=
SC=
S1=
S2=
ES=
AM=
AC=

Edit Summary
(February 20, 2007 08:58:17 AM)

Total Transactions with errors:

with warnings:

☐ Suppress Warnings
Display Print Extract

Core Code Table Update
Last Updated with File dated
02/08/2007 12:06:18 PM 10/06/2006

Language Code Table Update
Last Updated with File dated
02/16/2007 10:50:01 AM 01/19/2007

(v 4.20.0) Run Edit Exit More Totals

The 'Edit Summary' in the right third of this screen contains a summary of the **LAST** edit. The edit summary and error/warning information **shown on this screen** are only kept for 1 edit run. The other totals, accessed via the 'More Totals' button at the bottom of the screen near the 'Exit' button, are NOT kept from one run to the next....they are only for the current run. In the above example, a **prior** edit had been run on 02/20/07. The edit example had 10 errors and 2 warnings (warnings are just informational and a file can be submitted with warnings but there must be 0 errors). Since there was at least 1 error or warning, the 'Display', 'Print', and 'Extract' buttons are **ENABLED**. They would be **DISABLED** if there were no errors or warnings. Also, the "Suppress Warning" check box is visible because there was at least 1 warning. The 'More Totals' button is **DISABLED** at this point because these totals are only valid for the current run and a new run has not been done yet (program was just started).

In the bottom right hand portion of this screen is information related to the last load of the Core Codes table and the Language Codes table. Under heading 'Last Updated' for each is the date and time of the last actual table update. Under heading 'with File dated' for each is the date of the core code or language code file used for the update (unless the Excel file was edited, which it should never be, this would be the date the file was downloaded from USOE). The procedure for loading these tables is outlined later in this document.

The left two thirds of the screen is where you enter the parameters for this edit.

- 1) Enter the current school year. This will be compared to the year in the district record (DI=) of the transaction file. A mismatch will be an error.

- 2) Select (click on) the update for which this edit is being performed.

If you select 'October 1' or 'December 1' the cutoff date, or "as of" date, will appear next to it in red. This will be different than the 1st if the 1st falls on a weekend (it will be the date of the following Monday).

Also, if you select 'December 1' a "Bypass 'COURSE' Recs" check box will become visible to the left of the 'December 1' selection option. It will be **CHECKED** by default because 'COURSE' data will **NOT** be loaded into the Clearinghouse during this update. If you want the 'COURSE' records edited anyway, just click on "Bypass 'COURSE' recs" to **uncheck** it. This "Bypass 'COURSE' Recs" check box will not be available if you select either October 1 or Year End because 'COURSE' data **IS** loaded into the Clearinghouse and, therefore, must be edited.

The "CTE (PATI preload)" option is for the file, at year end, that is **sent directly to CTE** for preloading PATI data. **THIS FILE IS NOT TO BE SENT VIA THE REGULAR CLEARINGHOUSE UPLOAD PROCEDURE.** Also, when sending the file to CTE, **DO NOT** send it via email. Contact CTE to find out the secure method they want you to use.

- 3) Enter the path to the transaction file. You can enter the path directly (be sure to include the full path and file name with it's extension) OR you can click the 'Find File' button and navigate to the file using a 'Windows Explorer' style window.
- 4) **AFTER ALL OF THE ABOVE ARE DONE**.....click the 'Run Edit' button to begin the edit.

The first part of the edit procedure is to pre-process and sort the transactions. The pre-processing includes eliminating the 'COURSE' data, if that option was selected, and to do some editing of SCHOOL NUMBERS and STUDENT NUMBERS (checking for validity ; duplicates within a school and district ; multiple S1's for a student within a school)...if a regular Clearinghouse update option was selected (not the CTE option). A box will appear on the screen (just below the 'Path to Transaction File' area), as shown below, showing the progress of the sort.

Clearinghouse Transactions Edit

School Year: 2007 Update: ☒ October 1
☐ December 1
☒ Year End
☐ CTE (PATI preload)

Path to Transaction File :
C:\TEMP\2007-CLH-EDIT-TEST-DATA\YE2007_TESTDATA2.TXT Find File

Sorting transactions (record 3850 of 10759)
Please wait, this may take a few minutes !!!

(v 4.20.0) Run Edit Exit More Totals

Edit Summary
(February 20, 2007 09:06:15 AM)

DI= 0
SC= 0
S1= 0
S2= 0
ES= 0
AM= 0
AC= 0

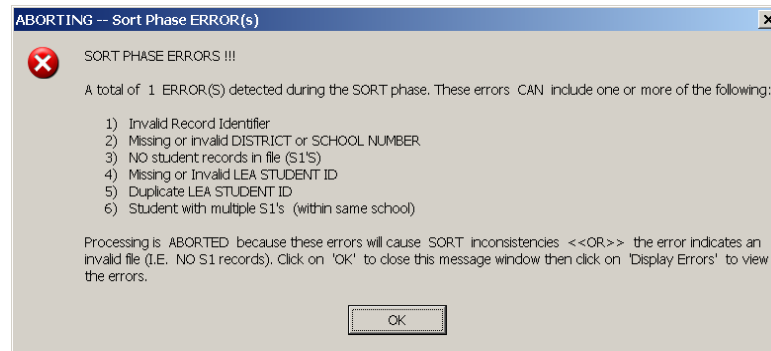
Total Transactions with errors:
0
with warnings:
0
☐ Suppress Warnings
Display Print Extract

Core Code Table Update
Last Updated with File dated
02/08/2007 12:06:18 PM 10/06/2006

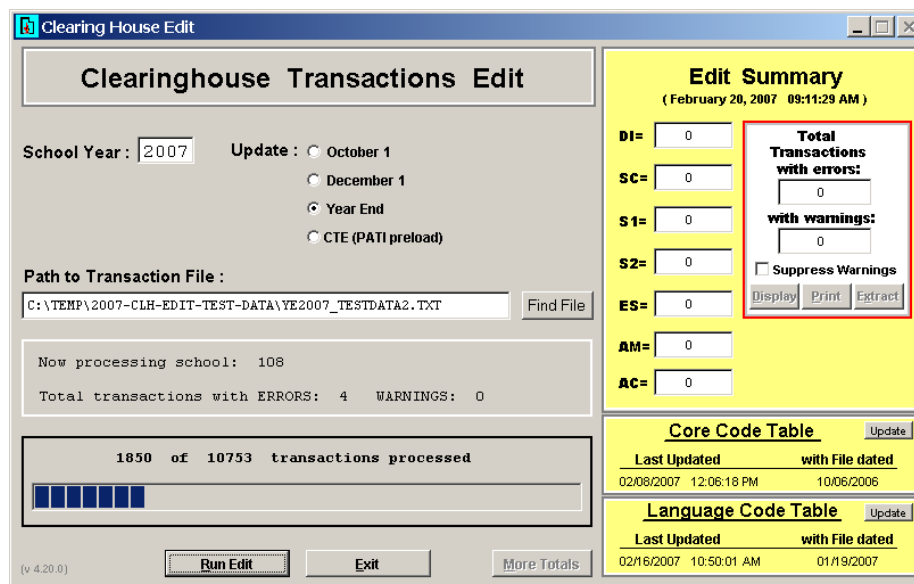
Language Code Table Update
Last Updated with File dated
02/16/2007 10:50:01 AM 01/19/2007

The time it takes to sort the transactions will depend on how many transactions there are to sort. The count will increment so you can see the progress. If any pre-processing errors are encountered during the sort phase (all options except CTE) you will receive the message shown on the next page and **the edit will be terminated** because these errors involve record identifiers, school numbers, or student numbers and will cause sort

inconsistencies. The error message shows the 5 possible reasons for the pre-sort error(s) but only one will apply to each error. When you select 'OK', you will be returned to the main screen where you can select 'Display' to view the errors.



Once the sort is complete, the actual editing process will begin. As shown on the screen below, a progress bar will appear just above the buttons at the bottom of the screen showing the progress of the edit. Also note, the messages in the box above the progress bar change. Now you will see the particular school being processed and the total number of errors and warnings detected to that point.



The total records in this 'edit' phase (above screen) will be different than the total records shown in the 'sort' phase (2 screens prior) **IF**:

- you chose to bypass 'COURSE' records and there **were** 'COURSE' records in the transaction file.
- there were blank records in the file (several district's transaction file is 'double spaced' and the carriage return and line feed for the blank space is seen as a record in the 'sort' phase).

When the edit completes there will be figures in the 'Edit Summary' section of the screen representing the edit just completed (illustrated next).

The figures in the 'Summary' section are counts of transaction types. These are:

DI= - District record
SC= - School record
S1= - Student record
S2= - SCRAM record
AM= - Student course membership record
AC= - School Course master record
ES= - Exit Status Change record

The "Block Crse bypass" count to the right of the 'AM=' and 'AC=' counts are the number of those types of records that ***WILL BE*** bypassed in the actual Clearinghouse update because they are NON-VOCATIONAL ***block*** course records (same COURSE/SECTION but with a different PERIOD). An 'AC=' record will be bypassed if it's not the ***first*** of the duplicate COURSE/SECTION encountered (lowest PERIOD number after the sort phase). Subsequently, each 'AM' record associated with the bypassed 'AC' record is also bypassed.

If "Bypass 'COURSE' recs" was selected (December 1 update only and different than the 'Block bypass' explained above), the counts for the 'AM' and 'AC' are still included even though no editing actually took place on those record types (providing there were 'AC' and 'AM' records in the file).

Also displayed is the number of ***transactions*** that had errors and/or warnings (the ***actual*** number of errors could be more if some transactions had more than 1 exception). If there were no warnings, the "Suppress Warnings" check box will not be visible.

The buttons in the 'Edit Summary' section are explained next.

"Display" button

This button will be ***ENABLED*** only if there were errors or warnings. Click on this button to view the errors and/or warnings. The screen shown next will be displayed:

School	Transaction (first 32 chars)	Field in Error	Start / End Columns	Field Value	Error Message
704	AC=63501 06 76224	Core Code	059 069	24040000120	CORE CODE is NOT active
704	S1=385 529732761Gardiner	Concentrator code	111 116		WARNING - Concentrator ; NO SSN

This screen shows the important detail of each error or warning. It shows:

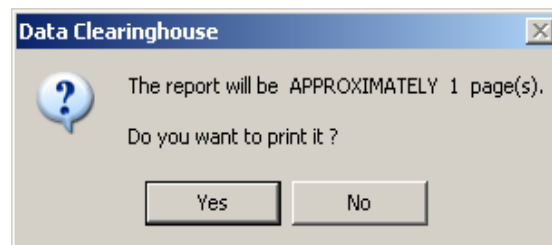
- The school number
- The first 32 characters of the actual transaction
- The field(s) in error, in most cases (an SSN error shows student name)
- The start position of the field in error in the transaction record
- The end position of the field in error in the transaction record
- The contents of the field in error (data determined to be erroneous)
- The error or warning message

If there were too many errors or warnings to display on one screen, there would be a scroll bar to the right of the data for use in scrolling through the errors.

There is only 1 action button on this screen ('Return'). Click on this button to return to the **previous** screen.

"Print" button

This button will also be *ENABLED* only if there were errors or warnings. Its purpose is to send a report of the errors to the printer. If there are a lot of errors the report could be quite large. When you click on this button you will be presented with a dialog box similar to the following showing an approximate number of pages:



This is only an **ESTIMATE** but should be *fairly* accurate. Based on the number of estimated pages, you can make the decision as to whether or not to print it. Select 'Yes' to print the report (on your default printer) OR select 'No' to NOT print it.

"Extract" button

This button will also be *ENABLED* only if there were errors or warnings. Its purpose is to send an extract of the error data to a file for you to import into another source, such as Excel, MS Access, etc. You can then manipulate, sort, and print the errors in any

format/order you choose. The file is a flat, fixed length file with the following layout:

<u>Data Element</u>	<u>Length</u>	<u>Description</u>
School	3	the school's 3 digit number
Transaction	32	the first 32 characters of the transaction
Field	20	name of the field in error
Start Pos	3	start position in the transaction
End Pos	3	end position in the transaction
Field value	20	value determined to be in error
Error message	40	the error message generated

"More Totals" button (main screen area - not summary area)

Use this button to view selected 'totals' and have the ability to produce reports and/or a detail data extract.

OCTOBER 1 Totals

The October 1 totals screen has two sections. One with some "overall" school or district counts and one containing a breakdown of counts by grade (K-12 only, not Pre-K) and ethnicity. The "Active" column in the overall section and all of the counts in the grade/ethnicity section are for 'active' records only, with 'active' defined as follows:

ENTRY DATE is ON or BEFORE the October 1 cutoff date **AND**
NO EXIT DATE or EXIT DATE is AFTER the October 1 cutoff date

Shown next is the totals screen for the October 1 edit.

Clearinghouse Edit -- Select Raw Data Counts
Edit Date: March 06, 2008 08:31:26 AM

Totals to display
☒ District
☐ School
 060

Some Overall Totals

	Total	Active
S1 Recs	184	173
S2 Recs	18	16
Male	86	81
Female	98	92
PreK Reg		0
PreK SpEd		2
Res 'F'		0
Res 'J'		0
Exit 'FE'		0

Other Totals (K - 12)

Grade	Total	Ethnicity	Tribal Affiliation	Immigrants
K	11			
1st	15	I 4	G	1st yr
2nd	18	A	N	1 to 3
3rd	9	B	P	3 plus 2
4th	12	H 13	S	
5th	15	P	U	
6th	7	C 154	O 4	
7th	15	U	Free Lunch	
8th	17	Native Language	F 23	
9th	14	SPA 2	R 15	
10th	13	Misc Totals	Y	
11th	11	Hmless	Special Ed.	
12th	14	Migrant	Rsrc 14	
K - 12	171	Dis Min 6	Self	

Caution Prev School Next School Return Print Report

Using the 'Totals to Display' control on the left hand portion of the screen, you have the ability to display totals for the District or one school at a time. Should you 'click' to select 'School', the drop down box will become enabled for you to select a school directly or you can navigate through the schools using the 'Prev School' and 'Next School' buttons at the bottom of the screen. The 'Return' button on this screen returns you to the MAIN screen.

You can print reports of these totals by clicking on the 'Print Report' button. You will be presented with the following screen (Year End will have these same selection options):

Report Select

☐ **"TOTALS" Report**
☐ ALL
☐ District ONLY
☐ One School

☐ **"DETAIL" Report**
☐ **"DETAIL" Extract**
☐ ALL
☐ One School

☐ **"COURSE BYPASS" Report**
☐ ALL
☐ One School

Print / Extract

Return

There are three REPORT options to choose from ('TOTALS Report', 'DETAIL Report' and 'COURSE BYPASS Report') and one EXTRACT option ('DETAIL Extract'). You can choose one, all, or any combination.

'TOTALS' report - Produce a printed report showing the TOTALS (as displayed on the 'Totals' screen). With this report you can choose one of three options:

ALL	Report totals for all schools AND for the district ('file' totals)
DISTRICT ONLY	Report totals ONLY for the district
SCHOOL	Report totals for ONLY the ONE school you select via the dropdown control

'DETAIL' report - Produce a report with student DETAIL showing the individual values used to accumulate the TOTALS.

'DETAIL' extract - Produce an extract of the student DETAIL data. The file will contain comma delimited fields with the character data (non-numeric) enclosed in double quotes.

With the DETAIL report and DETAIL extract you can choose one of two options:

ALL	Report and/or Extract detail for ALL students in ALL schools in the file
SCHOOL	Report and/or Extract detail for ONLY those students in the ONE school you select via the dropdown control

'COURSE BYPASS' report - Produce a report showing the 'AC' and 'AM' records that **WILL BE** bypassed in the actual clearinghouse update. See the "Data Clearinghouse Update Transactions" document for full explanation of this bypass process. With this report you can choose one of two options:

ALL	The report will show records to be bypassed for ALL Schools
SCHOOL	The report will show records to be bypassed for the ONE school you select via the dropdown control

See the 'Printing Reports' section (after the 'YEAR END Totals' are explained)

DECEMBER 1 Totals

The December 1 totals screen has five 'tabs' with select raw data totals gathered from STUDENT (S1) records and SCRAM (S2) records. The 'active' tab will be dark (as the 'Total Records' tab is below) and the 'inactive' tabs will be dimmed (as the other 4 tabs are below). Just click on the tab headings to switch between the four tabs. For each total line there are two columns, 'Total' and 'Active'. The 'Total' figures represent counts for **every** record. The 'Active' figures represent counts for active records only, with 'active' defined as follows:

ENTRY DATE is ON or BEFORE the December 1 cutoff date **AND**
NO EXIT DATE or EXIT DATE is AFTER the December 1 cutoff date

If December 1 is on a weekend, the cutoff date will be the following Monday.

Shown below is the totals screen for the December 1 edit. By default, the **TOTAL RECORDS** tab is displayed when the screen first comes up. The totals shown on this tab are the number of S1 and S2 records in the uploaded file.

S1's and S2's (District)		
	Total	Active *
S1 Records	4714	4581
S2 Records	604	585

* Record is active on December 01, 2006

Using the 'Totals to Display' control on the left hand portion of the screen, you have the ability to display totals for the District or one school at a time. Should you 'click' to select 'School', the drop down box will become enabled for you to select a school directly or you can navigate through the schools using the 'Prev School' and 'Next School' buttons at the bottom of the screen. The 'Return' button on this screen returns you to the MAIN screen.

Screen shots of the other 4 tabs are not shown here but they are:

Disability Types: This tab shows the counts for all the valid Disability Type values

Time Codes: This tab shows the counts for all the valid Time Code values

Regular Percent: This tab shows the counts for all the valid Regular Percent values

Environment: This tab shows the counts for all the valid Environment types

Simply "click" on the tab heading to display the counts for that data element.

You can print reports of the December 1 processing totals by clicking on the 'Print Report' button. You will be presented with the following screen:

The screenshot shows a 'Report Select' window. It contains two main report sections. The 'TOTALS' Report section has a checkbox, three radio buttons for 'ALL', 'District ONLY', and 'One School', and a dropdown menu. The 'DETAIL' Report section has a checkbox, a 'DETAIL' Extract checkbox, three radio buttons for 'ALL', 'One School', and a dropdown menu, and two sorting options: 'Sort by School / Student ID' and 'Sort by School / Alpha'. At the bottom are 'Print / Extract' and 'Return' buttons.

There are two REPORT options to choose from ('TOTALS Report' and 'DETAIL Report') and one EXTRACT option ('DETAIL Extract'). You can choose one, all, or any combination.

'TOTALS' report - Produce a printed report showing the TOTALS (as displayed on the 'Totals' screen). With this report you can choose one of three options:

ALL	Report totals for all schools AND for the district ('file' totals)
DISTRICT ONLY	Report totals ONLY for the district
SCHOOL	Report totals for ONLY the ONE school you select via the dropdown control

'DETAIL' report - Produce a report with student DETAIL showing the individual values used to accumulate the TOTALS.

'DETAIL' extract - Produce an extract of the student DETAIL data. The file will contain comma delimited fields with the character data (non-numeric) enclosed in double quotes.

With the DETAIL report and DETAIL extract you can choose one of two **content** options:

ALL	Report and/or Extract detail for ALL students in ALL schools in the file
SCHOOL	Report and/or Extract detail for ONLY those students in the ONE school you select via the dropdown control

Also, with the DETAIL report and DETAIL extract you can choose one of two **sort** options:

SCHOOL / STUDENT ID:	The report and/or extract will be sorted by SCHOOL, then by STUDENT ID within school
SCHOOL / ALPHA:	The report and/or extract will be sorted by SCHOOL, then ALPHABETICAL by student Last Name and First name within school

See the 'Printing Reports' section (after the 'YEAR END Totals' which are explained next)

YEAR END Totals

The Year End totals screen has two 'tabs' with select raw data totals.....'STUDENT' totals gathered from 'S1' records and 'SCRAM' totals gathered from 'S2' records. The 'active' tab will be dark (as the 'Student Totals (S1)' tab is on the next page) and the 'inactive' tab will be dimmed (as the 'SCRAM Totals (S2)' tab is on the next page). Just click on the tab headings to switch between the two. For each total line there are two columns, 'Total' and 'Active' with a third column, 'Graduated' for most of the line items on the 'S1' tab. The 'Total' figures represent counts for **every** record. The 'Active' figures represent counts for active records only, with 'active' defined as S1 or S2 records with **NO EXIT DATE**. The 'Graduated' column represents students that have **EXITED** school as Early Graduates or seniors with 'GR' or 'AC' in the High School Completion Status data element.

Shown on the next page is the totals screen for the Year End edit. Using the 'Totals to Display' control on the left hand portion of the screen, you have the ability to display totals for the District or one school at a time. Should you 'click' to select 'School', the drop down box will become enabled for you to select a school directly or you can navigate through the schools using the 'Prev School' and 'Next School' buttons at the bottom of the screen. The 'Return' button on this screen returns you to the MAIN screen.

By default, the **STUDENT TOTALS (S1)** tab is displayed when the screen first comes up:

Clearinghouse Edit -- Select Raw Data Counts
Edit Date: March 06, 2008 08:28:56 AM

Student Totals (S1) | **SCRAM Totals (S2)**

Totals to display
☒ District
☐ School
 060

Student Counts (District)				Student Aggregates (District)		
	Total	Active	Graduated	Total	Active	
S1 Count	184	160	13	Membership days	29512	27979
Male	86	75	4	Attendance days	28174	26769
Female	98	85	9	Attendance rate (%)	95.47	95.68
Special Ed	17	14	0	Attendance Rate Calculations TOTAL = 28174 / (29512 + 0) ACTIVE = 26769 / (27979 + 0)		
Limited English (Y, A, F, or O)	2	2	1			
Econ Disadv (F, R, Y)	39	31				

Caution | Prev School | Next School | Return | Print Report

The totals presented on this screen are:

Counts:	S1 Count	(total number of 'S1' records)
	Males	(count of 'S1' records with gender M)
	Females	(count of 'S1' records with gender F)
	Special Ed	(count of 'S1' records with at least 1 associated 'S2' record)
	Limited English	(count of 'S1' records with LEP Y, A, F, or O)
	Free Lunch	(count of 'S1' records with Free Lunch indicator of F, R, or Y)

Aggregates: Membership days (aggregated SCHOOL membership
'S1' field - SCHOOL MEMBERSHIP)
Attendance days (aggregated TOTAL attendance
'S1' field - DAYS ATTENDED which is
SCHOOL + SELF CONTAINED)
Attendance rate (TOTAL attendance / TOTAL membership with
total membership being SCHOOL + SELF
CONTAINED)

Below the attendance rate is a box showing the calculation
to derive it:

TOTAL attendance / (School membership +
Self Contained membership)

Shown next is the screen with the **SCRAM TOTALS (S2)** tab selected.

Clearinghouse Edit -- Select Raw Data Counts
Edit Date: February 20, 2007 09:13:28 AM

Student Totals (S1) | **SCRAM Totals (S2)**

SCRAM Counts (District)

	Total	Active
S2 Count	261	203
Resource (Time: A, B)	239	185
Self Contained (Time: C)	22	18

SCRAM Aggregates (District)

	Total	Active
TOTAL membership days	35060	32490
RESOURCE membership days	31710	29390
SELF CONT membership days	3350	3100

Totals to display: ☒ District ☐ School
100

Caution Prev School Next School Return Print Report

These totals are for the 'S2' records only.....having **nothing** to do with the 'active' status of the student's associated 'S1' record. The totals are:

Counts: S2 total (total number of 'S2' records)
Resource (count of 'S2' records with Time Frame A or B)
Self Contained (count of 'S2' records with Time Frame C)

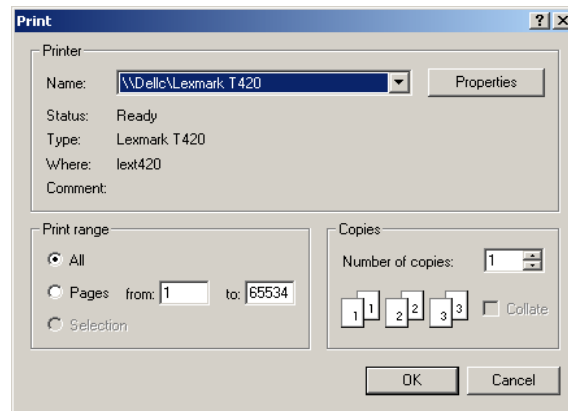
Aggregates: TOTAL Membership days (aggregated membership for ALL 'S2' recs)
RESOURCE Membership days (aggregated membership for 'S2' records with Time Frame A or B)
SELF CONT Membership days (aggregated membership for 'S2' records with Time Frame C)

You can print reports of these totals by clicking on the 'Print Report' button. The print screen and options are identical to the October 1 reports. For details, see the explanation of the print options for October 1.

Printing Reports

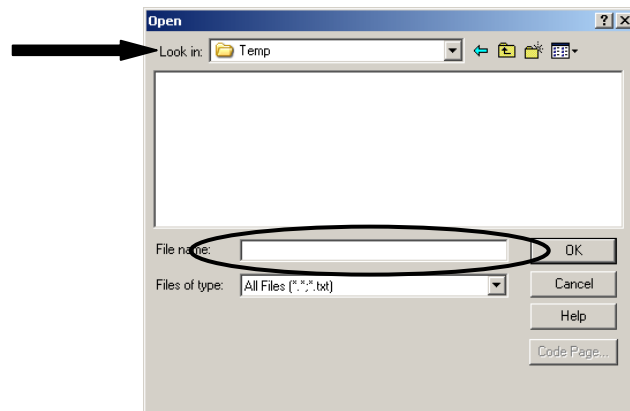
For ALL updates, once you've selected the report(s) and options, click on 'Print / Extract' to generate the report(s) and/or produce the extract. Select 'Return' to return to the 'Totals' screen without printing a report or producing an extract.

If you select 'Print / Extract' and a report option was selected, a printer dialog screen similar to the following example will appear.



Select the printer you want the report routed to and click 'OK'. You will receive a confirmation for each report selected that it's been routed to the printer. Click on 'OK' to the confirmation and you will be returned to the 'Totals' screen (unless you also selected to produce an extract).

If you select 'Print / Extract' and the extract option was selected, a dialog screen similar to the following example will appear.



Here you need to:

- Navigate to and select a directory where you want the extract file written to by using the dropdown feature (**indicated by the arrow** above).
- Enter the name of the extract file (in the space **indicated by the oval** above). An extension will **NOT** automatically be added to the name. If you want the file to have an extension you must include it (".txt" would make the most sense).

Click 'OK' to produce the extract with the file name you entered and to the directory you selected. You will receive a confirmation that the extract has been produced. Click 'OK' to the confirmation and you will be returned to the 'Totals' screen.

When finished with the 'Totals' screen, select 'Return' to go back to the main screen.

Illustrated next are samples of the reports.

OCTOBER 1 TOTALS Report

Date: September 27, 2007

OCTOBER 1 - CLEARINGHOUSE TRANSACTIONS EDIT TOTALS

Page: 6

DISTRICT TOTALS

District Totals

	Total	Active
S1 Count	450	425
S2 Count	37	37
Males	224	211
Females	226	214
Pre-K reg		0
Pre-K sped		3
Res Stat 'F'		0
Exit Cd 'FE'		0

NOTE: Counts for "Active" column above and section to the right are as of: October 1, 2007

Grade	Total	Other Totals (K - 12)					
K	25	Ethnicity		Tribal Aff.		Immigrants	
1	32	Indian		Goshute		1st Year	
2	34	Asian		Navajo		1 to 3 Yrs	
3	33	Black		Paiute		3 plus Yrs	
4	28	Hispanic	6	Shoshone			
5	32	Pac Isl.		Ute			
6	29	White	416	Other			
7	31	Undeclrd		Free Lunch			
8	38	Native Lang.		Free	90		
9	30	Spanish	4	Reduced	20		
10	30	Misc Totals		Econ Dis			
11	37	Homeless		Special Ed.			
12	43	Migrant		Resource	30		
Totals	422	Dis Min	1	Self Cont	4		

DECEMBER 1 TOTALS Report

Date: October 25, 2006

DECEMBER 1 - CLEARINGHOUSE TRANSACTIONS EDIT TOTALS

SCHOOL TOTALS

Page: 1

(Cutoff: December 1, 2006)

School 104 Totals									
Student		Disability Type				Time Code		Environment	
Total Active		Total Active		Total Active		Total Active		Total Active	Total Active
S1 Recs:	505 481	AU:	2 2	MD:	1 1	A:	15 14	C:	0 0
S2 Recs:	41 40	BD:	1 1	OH:	0 0	B:	21 21	E:	0 0
Resource:	36 35	CD:	10 10	OI:	0 0	C:	5 5	I:	0 0
Self Cont:	5 5	DB:	0 0	SL:	13 13	Reg Percent		M:	0 0
		DD:	14 13	TB:	0 0			H:	0 0
		HI:	0 0	VI:	0 0	Total Active		Y:	0 0
		ID:	0 0			1:	17 16		
						2:	20 20		
						3:	4 4		

School 116 Totals									
Student		Disability Type				Time Code		Environment	
Total Active		Total Active		Total Active		Total Active		Total Active	Total Active
S1 Recs:	561 536	AU:	2 2	MD:	1 1	A:	17 16	C:	0 0
S2 Recs:	47 46	BD:	1 1	OH:	0 0	B:	23 23	E:	0 0
Resource:	40 39	CD:	12 12	OI:	0 0	C:	7 7	I:	0 0
Self Cont:	7 7	DB:	0 0	SL:	15 15	Reg Percent		M:	0 0
		DD:	16 15	TB:	0 0			H:	0 0
		HI:	0 0	VI:	0 0	Total Active		Y:	0 0
		ID:	0 0			1:	22 21		
						2:	20 20		
						3:	5 5		

YEAR END TOTALS Report

Date: February 20, 2007			YEAR END - CLEARINGHOUSE TRANSACTIONS EDIT TOTALS										Page: 1			
SCHOOL TOTALS																
School		S1 Counts						S1 Aggregates			S2 Counts			S2 Aggregates (membership)		
		Gender		SpEd	LEP	Econ Disadv	Memshp	Attend	Attend Rate	Recs	Resrc	Self Cont	Total	Resrc	Self Cont	
Recs	M	F														
100	Total :	28	18	10	17	0	2	3274	3102	82.85	20	16	4	1953	1483	470
	Active:	22	15	7	11	0	1	3064	2954	86.93	12	10	2	1450	1116	334
	Grads :	0	0	0	0	0										
104	Total :	515	265	250	80	24	273	85322	80787	93.70	86	81	5	10350	9450	900
	Active:	482	247	235	57	24	260	83461	79152	93.83	63	58	5	9933	9033	900
	Grads :	0	0	0	0	0										
108	Total :	288	160	128	48	20	162	46133	44425	95.23	51	48	3	6694	6176	518
	Active:	247	139	108	41	16	128	42322	40959	95.61	43	40	3	6273	5755	518
	Grads :	0	0	0	0	0										
112	Total :	130	70	60	23	3	58	21440	20582	94.78	23	21	2	3250	2974	276
	Active:	115	64	51	16	3	51	20343	19510	95.06	16	15	1	2843	2663	180
	Grads :	0	0	0	0	0										

OCTOBER 1 DETAIL Report

Date: October 02, 2007

OCTOBER 1 - CLEARINGHOUSE TRANSACTIONS EDIT DETAIL

Page: 1

(Cutoff: October 1, 2007)

School Number: 110

Student ID	Last Name	First Name	Grade	Ethnicity	Entry Date	Exit Date	Code	Active	Stat	Res Aff	Tribe	H M D L G N	S2 Count	Active S2's	Active TIME
==> Start Grade 00 <==															
11144	Last-hij	First-hij	00	F	C	08/27/2007		Y					1	1	Rsrc
11180	Last-klm	First-klm	00	M	C	08/27/2007		Y					0	0	
11185	Last-lmn	First-lmn	00	F	C	R 08/27/2007		Y					0	0	
11181	Last-nop	First-nop	00	M	C	08/27/2007		Y					0	0	
11177	Last-pqr	First-pqr	00	F	C	08/27/2007		Y					0	0	
11191	Last-pqr	First-pqr	00	F	C	08/27/2007		Y					0	0	
11182	Last-qrs	First-qrs	00	M	C	F 08/27/2007		Y					0	0	
11178	Last-stu	First-stu	00	F	C	F 08/27/2007		Y					0	0	
11183	Last-tuv	First-tuv	00	F	C	F 08/27/2007		Y					0	0	
11179	Last-vwx	First-vwx	00	F	C	F 08/27/2007		Y					0	0	
11184	Last-wxy	First-wxy	00	F	C	08/27/2007		Y					0	0	
11201	Last-xyz	First-xyz	00	F	H	F 08/27/2007		Y				Y	0	0	

Grade 00 Totals

	Total	Active	Grade	Count	K - 12 Active ONLY		
S1's	12	12	K	12	Ethnicity	Tribal Aff.	
S2's	1	1	01	0	Am Indian	0	Goshute
Males	3	3	02	0	Asian	0	Navajo
Females	9	9	03	0	Black	0	Paiute
Pre-K reg	0	0	04	0	Hispanic	1	Shoshone
Pre-K sped	0	0	05	0	Pac Isl	0	Ute
Res 'F'	0	0	06	0	White	11	Other
Exit 'FE'	0	0	07	0	Unknown	0	Free Lunch
			08	0	Misc. Totals	Free	5
			09	0	Homeless	0	Reduced
			10	0	Migrant	0	Econ Dis
			11	0	Dis. Min.	1	Special Ed.
			12	0		Resource	1
			K-12	12		Self Cont	0

DECEMBER 1 DETAIL Report

DECEMBER 1 - CLEARINGHOUSE TRANSACTIONS EDIT DETAIL

Date: October 25, 2006

(Cutoff: December 1, 2006)

Page: 76

School Number: 310

S1 Data									S2 Data						
Student ID	Rec Type	Last Name	First Name	Gender	Race	Entry Date	Exit Date	Active	Disab Type	Time Code	Reg Pct	Env	Entry Date	Exit Date	Active
23136	S1	HATCH	MANDALINE	F	F	08/21/2006		Y							
23279	S1	NUTTER	ELLIOTT	M	M	08/21/2006		Y							
23299	S1	GIRALDO	VALENTINA	F	F	08/21/2006	09/05/2006	N							
23304	S1	WELLER	TYE	M	M	08/21/2006		Y							
23310	S1	MCCULLOCH	LISA	F	F	08/21/2006		Y							
23369	S1	MOCTEZUMA	SANDRA	F	F	08/21/2006		Y							
23446	S1	ELLETT	JEFFREY	M	M	08/21/2006		Y							
	S2								MD	C	3	V	08/21/2006		Y
23835	S1	ROBERTSON	JODY	F	F	08/21/2006		Y							
	S2								SL	B	2	V	09/28/2006		Y
23836	S1	SWANSON	TRACIE	F	F	08/21/2006		Y							
23875	S1	THOMPSON	TYLER	M	M	08/21/2006		Y							
23885	S1	LUSCOMB	RACHELLE	F	F	08/21/2006		Y							
23972	S1	HERRIN	CHELSEA	F	F	08/25/2006		Y							
24030	S1	BOWMAN OSTRANDER	THOMAS	M	M	09/20/2006		Y							
24077	S1	AVILA	GUADALUPE	F	F	10/02/2006		Y							

School 310 Totals

Student		Disability Type		Time Code		Environment	
Total	Active	Total	Active	Total	Active	Total	Active
S1 Recs:	215	208	AU: 0 0	MD: 1 1	A: 2 1	C: 0 0	V: 22 22
S2 Recs:	23	22	BD: 0 0	OH: 0 0	B: 17 17	E: 0 0	R: 0 0
Resource:	19	18	CD: 1 0	OI: 1 1	C: 4 4	I: 0 0	S: 0 0
Self Cont:	4	4	DB: 0 0	SL: 19 19		M: 0 0	T: 0 0
			DD: 0 0	TB: 0 0		H: 0 0	U: 0 0
			HI: 1 1	VI: 0 0		Y: 0 0	P: 0 0
			ID: 0 0				
				Reg Percent			
				Total Active			
				1: 1 1			
				2: 16 16			
				3: 5 5			

YEAR END DETAIL Report

Date: February 20, 2007

YEAR END - CLEARINGHOUSE TRANSACTIONS EDIT DETAIL

Page: 1

School Number: 104

S1 Data										S2 Data				
Student ID	Rec Type	Last Name	First Name	Entry Date	Exit Date	Grad Active	Gender SpEd	LEP Econ Disadv	MEM ATT Days	Time Code	Entry Date	Exit Date	MEM Active Days	
111111	S1	Doe	Jane	08/18/2005		Y	F N	R	180 174					
222222	S1	Man	Super	08/18/2005		Y	M Y	F	180 175					
	S2	Man	Super							A	08/18/2005		Y 180	
333333	S1	Duck	Donald	08/18/2005		Y	M Y	F	180 157					
	S2	Duck	Donald							B	08/18/2005		Y 180	

School 104 Totals

Student Totals (S1)						SCRAM Totals (S2)							
	Total	Active	Grads		Total	Active		Total	Active		Total	Active	
Students	3	3	0	Econ Disadv (F,R,Y)	3	3	S2 Recs	2	2	Total	Membership	360	360
Males	2	2	0	Membership Days	540	540	Resource	2	2	Resource	Membership	360	360
Females	1	1	0	Attendance Days	506	506	Self Contained	0	0	Self Cont	Membership	0	0
Special Ed	2	2	0										
LEP (A,B,C,D)	0	0	0										

COURSE BYPASS Report (October 1 and Year End)

Date: April 02, 2004
CLEARINGHOUSE TRANSACTIONS EDIT
Page: 1

Non-vocational BLOCK Course Data
To Be Bypassed In The Update

School Number: 414

"AC" Record	"AM" Record		
Course/Section/Period	Student ID	Last Name	First Name
1234567 02	1122334	TESTLAST001	TESTFIRST001
	2233445	TESTLAST002	TESTFIRST002
	3344556	TESTLAST003	TESTFIRST003
4444555 02	1122334	TESTLAST001	TESTFIRST001
	2233445	TESTLAST002	TESTFIRST002

OCTOBER 1 DETAIL Extract

The October 1 extract record layout is as follows. Each field will be separated with a comma and character data (non-numeric) will be enclosed in double quotes.

Data	Description
School	School student submitted under
Student ID	District assigned student number
Last Name	Student last name
First Name	Student first name
Grade	value in Grade field
Gender	value in Gender field
Ethnicity	value in Race field
School Entry Date	format MM/DD/YYYY
School Exit Date	format MM/DD/YYYY
School Exit Code	value in Exit Code
S1 Active status	'Y' - S1 deemed active
	'N' - S1 deemed NOT active
Resident Status	value in Resident Status field
Tribal Affiliation	value in Tribal Affiliation field
Homeless	value in Homeless field
Migrant	value in Migrant field
Disadv Minority	'Y' if deemed Disadvantaged Minority
S2 count (total)	number of S2 records for student
S2 count (active)	number of 'active' S2 records for student
Active S2 type	'R' - if active S2 record is RESOURCE
	'S' - if active S2 record is SELF CONTAINED

DECEMBER 1 DETAIL Extract

The December 1 extract record layout is as follows. Each field will be separated with a comma and character data (non-numeric) will be enclosed in double quotes.

Data	Description	Other Info
School	School student submitted under	in BOTH record types
Student ID	District assigned student number	in BOTH record types
Data Type	type of data - 'S1' or 'S2'	in BOTH record types
Last Name	Student last name	in BOTH record types
First Name	Student first name	in BOTH record types
School Entry Date	format MM/DD/YYYY	BLANK in record type 'S2'
School Exit Date	format MM/DD/YYYY	BLANK in record type 'S2'
S1 Active status	'Y' - S1 deemed active 'N' - S1 deemed NOT active	BLANK in record type 'S2'
Gender	value in Gender field	BLANK in record type 'S2'
S2 Disability Type	S2 Disability submitted	BLANK in record type 'S1'
S2 Time Code	S2 Time Code submitted	BLANK in record type 'S1'
S2 Regular Percent	S2 Reg Percent submitted	BLANK in record type 'S1'
S2 Environment	S2 Environment submitted	BLANK in record type 'S1'
S2 Entry Date	format MM/DD/YYYY	BLANK in record type 'S1'
S2 Exit Date	format MM/DD/YYYY	BLANK in record type 'S1'
S2 Active status	'Y' - S2 deemed active 'N' - S2 deemed NOT active	BLANK in record type 'S1'

YEAR END DETAIL Extract

The Year End record layout is as follows. Each field will be separated with a comma and character data (non-numeric) will be enclosed in double quotes.

Data	Description	Other Info
School	School student submitted under	in BOTH record types
Student ID	District assigned student number	in BOTH record types
Data Type	type of data - 'S1' or 'S2'	in BOTH record types
Last Name	Student last name	in BOTH record types
First Name	Student first name	in BOTH record types
School Entry Date	format MM/DD/YYYY	BLANK in record type 'S2'
School Exit Date	format MM/DD/YYYY	BLANK in record type 'S2'
S1 Active status	'Y' - S1 deemed active 'N' - S1 deemed NOT active	BLANK in record type 'S2'
Gender	value in Gender field	BLANK in record type 'S2'
Special Ed	'Y' - Has at least 1 S2 record 'N' - Has NO S2 records	BLANK in record type 'S2'
LEP	value in Limited English field	BLANK in record type 'S2'
Free Lunch	value in Free/Reduced Lunch field	BLANK in record type 'S2'
School Membership	School membership	ZERO in record type 'S2'
School Attendance	School + Self-contained attendance	ZERO in record type 'S2'
S2 Entry Date	format MM/DD/YYYY	BLANK in record type 'S1'
S2 Exit Date	format MM/DD/YYYY	BLANK in record type 'S1'
S2 Active status	'Y' - S2 deemed active 'N' - S2 deemed NOT active	BLANK in record type 'S1'
S2 Time Frame	S2 Time Frame submitted	BLANK in record type 'S1'
S2 Membership	S2 membership submitted	ZERO in record type 'S1'

LOADING THE CORE CODE AND LANGUAGE CODE TABLES

The Core Code and Language Code tables must be reloaded with current data just prior to each Year End and October 1 upload period. This will ensure you are checking the data you're submitting against the most up-to-date core code and language code values.

Step 1) Download the **Excel file** containing the codes (Core or Language)

A) Using an Internet browser, go to:

Core Codes: <http://www.usoe.k12.ut.us/CoreCodesWeb/>

Select the hyperlink representing the download in **EXCEL** format for the **appropriate school year** (the import process outlined in step 2 requires an Excel file).

Language Codes:

http://www.schools.utah.gov/curr/ALS/documents/language_codes.xls

C) A message will appear asking what you want to do with the file. Select 'Save' and another window will appear for you to give the file a name and navigate to a directory on your PC where you want the file saved to. The name is not important. If the file has an extension of '.zip' it is **zipped** and will need to be **unzipped** before loading it into the edit program tables. When unzipped, it will have the proper Excel extension of '.xls'.

Step 2) Load the table.

- A) From the main edit screen, click on the **"Update"** button in the "Core Code Table" or "Language Code Table" area in the lower, right portion of the screen.
- B) A screen will appear for you to navigate to and select the Excel file downloaded and unzipped (if necessary) in step 1
- C) The table will be loaded and a message will appear letting you know the number of records loaded and the number replaced (deleted). Just click 'OK' in the message box to finish the process

ERROR MESSAGES

Listed below are the error messages you may encounter, generally in the 'Error message' column of the Error Detail screen. They are listed alphabetically for ease of reference. For errors said to contain invalid values, see the 'Data Clearinghouse Update Transactions' document for the values determined to be valid. It can be found at:

"<http://dcsnt1.usoe.k12.ut.us/Clearinghouse/Clearinghouse.htm>"

504 SERVICES code is invalid

'S1=' record error. The 504 SERVICES code is not BLANK or 'Y'.

ACTUAL MEMBERSHIP missing (CTE)

'AM' record error. The AM record is associated with an AC record that is deemed Vocational so the ACTUAL MEMBERSHIP cannot be BLANK ('000' is OK).

Age < 5 ; School membership > 0

'S1=' record error. Student is Kindergarten or above, NOT Special Ed, under 5 years of age as of the prior September 1st and had membership greater than zero (0). These students should not be allowed into school but we will accept records for those who were enrolled. However, there can be NO membership.

Attendance for SCHOOL is ZERO

The school is NOT strictly Pre-K (at least 1 student with grade level above Pre-K) and the ATTENDANCE for the school is ZERO. This is highly unlikely and indicates an error in the data. The ATTENDANCE totals can be viewed for the school by selecting "More Totals".

NOT APPLICABLE IF:

- school is strictly Pre-K (**every student's** grade level is Pre-K)
- school is an out of state school (**every student** is Resident Status 'C')
- school is a dedicated YIC facility

CIP CODE is not numeric

'AC=' record error. The CIP CODE contains non-numeric characters.

COLLEGE GRANTING CREDIT invalid

'AC' record error. The COLLEGE GRANTING CREDIT provided is not one of the valid college "district" numbers.

COLLEGE GRANTING CREDIT missing

'AC' record error. The course is a concurrent enrollment course which requires the COLLEGE GRANTING CREDIT to be provided but it was BLANK.

CONCURRENT ENROLLED is invalid

'AM=' record error. The CONCURRENT ENROLLED code is not 'Y' or 'N'.

CORE CODE not FOUND

'AC=' record error. The core code was not found in the core code table. Have you downloaded the latest core code values and loaded them into the table used by the edit program ?

CORE CODE is invalid

'AC=' record error. The core code is not a valid one. It either has '000' as the last 3 characters (which is a 'Heading') or it's first 2 characters are greater than '80' (which are codes used by the Professional Development system and are not for educator or student assignments).

CORE CODE is invalid (x)

'AC=' record error. Core Codes in an AC record for Year End updates can be valid for either Student ('S') or both Educator and Student ('B'). The AC record flagged as an error has a core code listed with a "valid for" value other than 'S' or 'B' (this value will be shown in the position designated by the 'x' above). Invalid values include 'E' (Educator only) and 'N' (Neither).

CORE CODE is NOT active

'AC=' record error. The core code was found in the table but it is listed as INACTIVE. You must submit a valid active core code for this AC record.

Course ATTENDANCE > 180

'AM=' record error. The ATTENDANCE reported for the course is greater than 180.

Course ATTENDANCE is missing

'AM=' record error. The DAYS ATTENDED field in the membership record is blank ('000' is OK).

COURSE ENTRY before SCHOOL ENTRY

'AM=' record error. The course entry date in the 'AM' record is BEFORE the student's entry into school.

Course ENTRY DATE Invalid

'AM=' record error. The course ENTRY DATE provided is invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Course ENTRY DATE missing

'AM=' record error. The course ENTRY DATE is missing.

COURSE ENTRY on/after SCHOOL EXIT

'AM=' record error. The course entry date in the 'AM' record is ON OR AFTER the student's EXIT DATE from school.

Course EXIT DATE invalid

'AM=' record error. The course EXIT DATE provided is invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Course MEMBERSHIP > 180

'AM=' record error. The MEMBERSHIP days reported for the course is greater than 180.

CREDITS ATTEMPTED is missing

'AM=' record error. The student's grade level is 9-12 and the CREDITS ATTEMPTED field is blank ('0000' is OK).

CREDITS EARNED is missing

'AM=' record error. The student's grade level is 9-12 and the CREDITS EARNED field is blank ('0000' is OK).

Crse ATTENDANCE > Crse MEMBERSHIP

'AM=' record error. The ATTENDANCE reported for the course is greater than the MEMBERSHIP in the course.

CUMULATIVE GPA is invalid

'S1=' record error. There was a value in CUMULATIVE GPA and....

- it's numeric but not between '0000' and '4000' inclusive (with the implied decimal between the first and second digits it evaluates to 0.000 thru 4.000)

OR

- it's not 'NGPA', which is the only non-numeric value that is valid.

CUMULATIVE GPA is missing

'S1=' record error (Year-end ONLY). The student's grade level is 9-12 and the CUMULATIVE GPA was not provided.

DAYS ATTENDED > 180

'S1=' record error. The DAYS ATTENDED provided is greater than 180. Only required at Year-end but if supplied for other updates, it must be valid.

DAYS ATTENDED > Membership

'S1=' record error. The DAYS ATTENDED in the 'S1' record is greater than the membership days in the 'S1=' record (there was NO Self-contained membership for the student). Only required at Year-end but if supplied for other updates, it must be valid.

DAYS ATTENDED > TOTAL Membership

'S1=' record error. The DAYS ATTENDED in the 'S1' record is greater than the TOTAL membership days (SCHOOL membership in the 'S1=' record **[plus]** SELF-CONTAINED membership in the 'S2=' record(s)). Only required at Year-end but if supplied for other updates, it must be valid.

Normally, error messages for a student are listed in order of processing ('S1', 'S2', then 'AM'). However, the prior two error messages will be listed **-AFTER-** all other messages **for the student** because it's not generated until all the records for the student are processed and TOTAL membership is accumulated.

DAYS ATTENDED is missing

'S1=' record error (Year-end ONLY). No DAYS ATTENDED was provided for the student.

DAYS ATTENDED not numeric

'S1=' record error. The DAYS ATTENDED contained non-numeric characters. The data in the field was *trimmed* of all leading and trailing spaces then padded with **LEADING ZEROES**. The result still contained at least 1 non-numeric character. Only required at Year-end but if supplied for other updates, it must be valid.

DAYS IN SCHOOL YEAR is invalid

'SC=' record error. The DAYS IN SCHOOL YEAR is invalid...either ZERO or non-numeric.

DAYS IN SCHOOL YEAR is missing

'SC=' record error. The DAYS IN SCHOOL YEAR is missing.

DIST NCLB SUP SVC count invalid

'S1=' record error. The NCLB SUPPLEMENTAL SERVICES count for the **district** is invalid. See the count determination criteria in the description for the NCLB SCHOOL SUPP SVCS fields ('S1' record) in the "Data Clearinghouse Update Transactions" document.

DISTRICT MESA count is invalid

'S1=' record error. The MESA count for the **district** is invalid. See the count determination criteria in the description for the MESA field ('S1' record) in the "Data Clearinghouse Update Transactions" document.

DISTRICT NCLB SC count invalid

'S1=' record error. The NCLB SCHOOL CHOICE count for the **district** is invalid. See the count determination criteria in the description for the NCLB SCHOOL CHOICE field ('S1' record) in the "Data Clearinghouse Update Transactions" document.

District number is invalid

'DI=' record error. The district number contains characters other than numeric (0-9).

DISTRICT OF RESIDENCE not numeric

'S1=' record error. The DISTRICT OF RESIDENCE contained non-numeric characters.

DISTRICT OF RESIDENCE is invalid

'S1=' record error. The district number in DISTRICT OF RESIDENCE was not one of the 40 regular school district numbers (01-40).

DISTRICT OF RESIDENCE is missing

'S1=' record error. The submitting district is NOT a regular district and the student's DISTRICT OF RESIDENCE is missing. It must contain the regular district number (01-40) of the district the student resides in.

District wide MEMBERSHIP too high

'S1=' record error. The student was enrolled in more than 1 school and the total membership (SCHOOL + SELF-CONTAINED) for all schools was too high. The max allowed is equal to 180 [plus] 10 days for each school above 1. For example, the student was enrolled in two schools. The student would be allowed **maximum** membership of 180 days {plus} 10 days to allow for the 10 day rule before being exited from the first school or 190 days. Anything greater (in this example) is an error. Of course, this is an example of the **maximum** allowed and should only come in to play for students you cannot account for. If you know the circumstances of a student leaving the exit date, exit code, and membership reported should reflect the reality of the exit.

Duplicate 'AM' (Crse/sec/per/dates)

'AM=' record error. This student has at least 1 other 'AM' record with the SAME course/section and period but with **CONFLICTING DATES** (the ENTRY DATE of this one is the same as the ENTRY DATE of the previous one OR the ENTRY DATE of this one is within the ENTRY / EXIT dates of the previous one).

Duplicate 'AC' rec (crse/sec/per)

'AC=' record error. A course master record was already processed for this school with the same COURSE & SECTION and PERIOD.

Duplicate LEA STUDENT ID (dist)

'S1=' record error. More than 1 student in the LEA has the same LEA assigned STUDENT NUMBER. Fields last name, first name, birth date, gender and SSID were compared and there was not an exact match on **ALL** of those fields so the records were deemed to be for different students.

Duplicate LEA STUDENT ID (schl)

'S1=' record error. More than 1 student in the SCHOOL has the same LEA assigned STUDENT NUMBER. Fields last name, first name, birth date, and gender were compared and there was not an exact match on **ALL** of those fields so the records were deemed to be for different students (if there WAS an exact match, another error message would have been issued [multiple S1's]).

Duplicate STATEWIDE STUDENT ID

'S1=' record error. More than 1 student in the LEA has the same STATEWIDE STUDENT IDENTIFIER. Fields last name, first name, birth date, gender and LEA ID were compared and there was not an exact match on **ALL** of those fields so the records were deemed to be for different students.

SSN is a duplicate

'S1=' record error. The student indicated has a social security number identical to another student already processed in the school.

EARLY GRAD ; H.S. Compl = 'xx'

'S1=' record error (Year-end ONLY). The student exited school as an EARLY GRADUATE but the High School Completion Status field was an invalid value for an Early Graduate (the 'xx' above will be the value in the High School Completion Status provided).

EARLY GRADUATE ; NO H.S. Compl

'S1=' record error (Year-end ONLY). The student exited school as an EARLY GRADUATE but the High School Completion Status field was not provided. Since there are now multiple graduation codes (GR, G1, G2, G3) the LEA must include one of these codes in the High School Completion Status (none can be assumed).

EARNED GRADE is incomplete

'AM=' record error. The student's grade level is 9-12 and the EARNED GRADE is not complete (contains one numeric character and a space). Only required at Year-end but if supplied for other updates, it must be valid.

EARNED GRADE is invalid

'AM=' record error. The student's grade level is 9-12 and the EARNED GRADE is invalid. It's either a NUMERIC grade but not between 00 and 40 or it's not numeric but also not one of the allowed values. Only required at Year-end but if supplied for other updates, it must be valid.

EARNED GRADE is missing

'AM=' record error (Year-end ONLY). The student's grade level is 9-12 and the EARNED GRADE is blank.

ENVIRONMENT is invalid

'S2=' record error. The SCRAM ENVIRONMENT indicator is invalid.

ENVIRONMENT is invalid (age)

'S2=' record error. The SCRAM ENVIRONMENT indicator is invalid because the environment code submitted was a PRE-K code that cannot be used for students with age greater than 6 as of:

If December 1 processing - the current December 1 cutoff date

If Year End processing --- the prior December 1 cutoff date

ENVIRONMENT is invalid (grade)

'S2=' record error. The SCRAM ENVIRONMENT indicator is invalid for the grade of the student.

ENVIRONMENT is missing

'S2=' record error. The SCRAM ENVIRONMENT indicator is missing.

EXIT CODE but no EXIT DATE

'S1=' record error. The student record contained a school EXIT CODE but there was no school EXIT DATE.

EXIT CODE is missing

'ES=' record error. The 'ES=' record did not contain the new EXIT CODE.

EXIT date before ENTRY date

'S1=', 'S2', 'AM' records error. For whatever type of record was flagged ('S1', 'S2', or 'AM') the EXIT DATE is -before- the ENTRY DATE.

EXIT DATE but no EXIT CODE

'S1=' record error. The student record contained a SCHOOL EXIT DATE but there was no SCHOOL EXIT CODE. If you have an exit date, you must have an exit code.

Exited RETAINED SENIOR

'S1=' record error. The "Retained Senior" field has 'RT' but the student also had an EXIT DATE and EXIT CODE. This is a conflict.....a student can be exited -OR- a retained senior but not both.

FIRST ENROLL IN U.S. > schl entry

'S1=' record error. The FIRST ENROLL IN U.S. provided is a date AFTER the school entry date.

FIRST ENROLL IN U.S. > today

'S1=' record error. The FIRST ENROLL IN U.S. provided is a date AFTER the current date (date of the edit run).

GIFTED code is invalid

'S1=' record error. The GIFTED code was not BLANK or 'Y'.

GRADE = x ; multiple AM records

'AM=' record error. The student is grade 0 thru 5 (represented by x above) and there was more than 1 'AM' record *for a given period of time*. If more than 1 'AM' record is submitted for a student in grades 0 - 5, there can be NO overlap of ENTRY/EXIT dates for any of the 'AM' records.

GRADE / GRAD CODE inconsistent

'S1=' record error. The student is designated an EARLY GRADUATE but his/her grade is not 11 (for exit code '11') or 12 (for exit codes "Q1", "Q2", "Q3", "T1", "T2").

HOMELESS code is missing

'S1=' record error. (Year-end ONLY). The HOMELESS code was missing (BLANK is not a valid code).

H.S. Compl ; Exit CD inconcistent

'S1=' record error (Year-end ONLY). The HIGH SCHOOL COMPLETION STATUS provided and the EXIT CODE provided are inconsistent - don't go together. For example, the High School Completion Status could show 'GR' (graduated with a basic diploma) but the student was not an early graduate OR a non-exited senior. Another example would be the High School Completion Status was 'AC', 'CT', or 'GP' **AND** the student was not a senior OR was an exited senior. Also, a graduation code could have been used for a student in a grade not consistent with graduates (I.E. below grade 11).

H.S. Compl = 'DO' ; Exit = 'xx'

'S1=' record error (Year-end ONLY). The data provided has the HIGH SCHOOL COMPLETION STATUS as 'DO' (dropout) but the data also indicates the student exited school with an exit code as indicated by 'xx' in the error message.

Incomplete CIP CODE

'AC=' record error. The CIP Code is not blank (which indicates the course is VOCATIONAL) but it's not complete (1 or more spaces).

Incomplete CONCENTRATOR CODE

'AC=' record error. The CONCENTRATOR is less than 6 characters.

Incomplete CORE CODE

'AC=' record error. The Core Code contains less than 11 characters.

INSTRUCT HRS MEMSHIP > HOURS MEMSH

'AM=' record error. The instructional hours the student was in attendance is greater than the student's number of hours in membership for the class.

INSTRUCT HRS ATTEND missing

'AM=' record error. The instructional hours the student was in attendance is BLANK.

INSTRUCT HRS ATTEND invalid

'AM=' record error. The instructional hours the student was in attendance is not numeric.

INSTRUCT HRS MEMBERSHIP invalid

'AM=' record error. The instructional hours the student was in membership is ZERO or it's not numeric.

INSTRUCT HRS MEMBERSHIP missing

'AM=' record error. The instructional hours the student was in membership is BLANK.

INSTRUCT HRS MEMSHIP > HOURS SCHED

'AM=' record error. The instructional hours the student was in membership is greater than the number of hours the class was scheduled.

INSTRUCTIONAL HRS SCHEDULED is invalid

'AC=' record error. The INSTRUCTIONAL HRS SCHEDULED was invalid....either ZERO or not numeric.

INSTRUCTIONAL HRS SCHEDULED is missing

'AC=' record error. The INSTRUCTIONAL HRS SCHEDULED was not provided.

INSTRUCTIONAL SETTING is missing

'AC=' record error. The INSTRUCTIONAL SETTING was not provided. BLANK is valid only if the grade low and grade high for the core code indicates grades K thru 6. For all higher grades, one of the valid values must be provided.

INSTRUCTIONAL SETTING is invalid

'AC=' record error. The INSTRUCTIONAL SETTING provided was not one of the valid options.

Invalid BIRTH DATE (age)

'S1=' record error. The BIRTH DATE provided was invalid. The calculated age of the student is less than 3 or greater than 23. The calculated age is based on:

OCTOBER 1: Cutoff date

DECEMBER 1: Last day of school (provided on 'SC=' record)

YEAR END : Last day of school (provided on 'SC=' record)

Invalid BIRTH DATE (age-no SpEd)

'S1=' record error. The BIRTH DATE provided was invalid. The student is NOT Special Ed (did NOT have any S2 records), is not Pre-K (is Kindergarten or above), and the calculated age as of September 1 of the prior year is less than 5.

Invalid BIRTH DATE (future)

'S1=' and 'ES=' record error. The BIRTH DATE provided was invalid. It is AFTER the **current** date (BIRTH DATE is in the future).

Invalid BIRTH DATE (today)

'S1=' and 'ES=' record error. The BIRTH DATE provided was invalid. It is the SAME AS the **current** date (BIRTH DATE is today [date of edit run]).

Invalid BIRTH DATE detected

'S1=' and 'ES=' record error. The BIRTH DATE provided was invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Invalid character(s) in FIRST NAME

'S1=' record error. The FIRST NAME contained characters other than alpha (A-Z), space, single quote (') or hyphen (-).

Invalid character(s) in LAST NAME

'S1=' record error. The LAST NAME contained characters other than alpha (A-Z), space, single quote (') or hyphen (-).

Invalid character(s) in MIDDLE NAME

'S1=' record error. The MIDDLE NAME contained characters other than alpha (A-Z), space, single quote (') or hyphen (-).

Invalid CONCENTRATOR CODE

'S1=' record error. The CONCENTRATOR contains non-numeric characters.

Invalid COURSE/SECTION

'AC=' or 'AM=' record error. The course/section number is less than 2 characters in length (could be missing all together).

Invalid DISTRICT NUMBER

'DI=' record error. The DISTRICT NUMBER contains a SPACE or character(s) other than ALPHA (A-Z) or NUMERIC (0-9).

Invalid ECON DISADV indicator

'S1=' record error. The ECONOMICALLY DISADVANTAGED indicator provided was invalid.

Invalid ENTRY DATE detected

'S1=' record error. The SCHOOL ENTRY DATE provided was invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Invalid 'ES' EXIT CODE

'ES=' record error. The EXIT CODE provided was invalid for an 'ES=' record.

Invalid EXIT CODE detected

'S1=' record error. The SCHOOL EXIT CODE provided was invalid.

Invalid EXIT CODE (Charter/'TD')

'S1=' record error. The submitting LEA is a charter school and the EXIT CODE submitted for the student was 'TD'. Charters cannot use EXIT CODE 'TD'.

Invalid EXIT DATE (future)

'S1=' record error. The YEAR of the EXIT DATE provided is greater than the current school year being processed.

Invalid EXIT DATE detected

'S1=' record error. The SCHOOL EXIT DATE provided was invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Invalid FIRST ENROLL IN U.S.

'S1=' record error. The FIRST ENROLL IN U.S. provided is invalid....could be an incomplete date, an invalid date, century not 19 or 20, etc.

Invalid GENDER code detected

'S1=' and 'ES=' record error. The GENDER code provided was invalid.

Invalid GRADE LEVEL detected

'S1=' record error. The GRADE provided was invalid.

Invalid H.S. COMPLETION STATUS

'S1=' record error (Year-end ONLY). The High School Completion Status data element provided was invalid.

Invalid H.S. COMPLETION STATUS (NO S2)

'S1=' record error (Year End ONLY). The High School Completion Status submitted was 'G3' but there were NO S2 records submitted for the student.

Invalid H.S. COMPLETION STATUS (OCT)

'S1=' record error (October 1 ONLY). The High School Completion Status data element provided was invalid. In the October 1 upload, only BLANK and 'RT' are allowed.

Invalid H.S. COMPL ; exit 'OG'

'S1=' record error. The SCHOOL EXIT CODE indicated the student exited school with the 'Other Graduate' code of 'OG' but the HIGH SCHOOL COMPLETION STATUS field did NOT contain one of the graduation codes ('GR', 'G1', 'G2', 'G3', 'CT').

Invalid HOMELESS code

'S1=' record error. The HOMELESS code provided was invalid. Only required at year-end but if supplied for other updates, it must be valid.

Invalid LEA STUDENT ID

Pre-sort error in 'S1=', 'S2=', 'AM=', or 'ES' record. The LEA assigned ID number is INVALID (it's not ALL numeric).

Invalid LIMITED ENGLISH code

'S1=' record error. The LIMITED ENGLISH code provided was invalid.

Invalid MIGRANT flag (district)

'S1=' record error. Only certain districts can claim MIGRANT status for students and your district is not one of them (see the "Data Clearinghouse Update Transactions" document [Migrant field in the 'S1'] for the USOE contact).

Invalid MIGRANT STUDENT flag

'S1=' record error. The MIGRANT STUDENT flag provided was invalid.

Invalid PERIOD NUMBER

'AC=' or 'AM=' record error. The PERIOD is less than 2 characters in length (could be missing all together).

Invalid PHONE NUMBER - too short

'S1=' record error. The PHONE NUMBER provided is NOT 10 digits. If the phone number is submitted (very important for SCRAM students), it must contain all 10 digits which includes the area code.

Invalid PHONE NUMBER - Area Code

'S1=' record error. The PHONE NUMBER provided has '000' as the first 3 digits (area Code)....obviously invalid.

Invalid RACE code detected

'S1=' record error. The RACE code provided was invalid.

Invalid record ident

Pre-sort error. An invalid record identifier was encountered (not 'DI', 'SC', 'S1', 'S2', 'AC', or 'AM').

Invalid RESIDENT STATUS code

'S1=' record error. The RESIDENT STATUS code provided was invalid.

Invalid scram TIME CODE

'S2=' record error. The SCRAM TIME CODE provided is invalid.

Invalid SEMESTER LENGTH detected

'AC=' record error. The course is VOCATIONAL but the semester length is missing or is invalid.

Invalid SPEC ED EXIT DATE

'S1=' record error. A SPECIAL ED EXIT DATE was provided (not BLANK) but the date was invalid.

Invalid SSN - all zeroes

Pre-sort error in 'S1=', 'S2=', or 'AM=' record. The SSN provided is '000000000' which is invalid.

Invalid SSN - begins with '000'

Pre-sort error in 'S1=', 'S2=', or 'AM=' record. The SSN provided has '000' as the first three digits - invalid for an SSN.

Invalid SSN - not 9 digits

Pre-sort error in 'S1=', 'S2=', or 'AM=' record. The SSN provided contains less than 9 digits.

Invalid SSN - not numeric

Pre-sort error in 'S1=', 'S2=', or 'AM=' record. The SSN provided contains non-numeric characters.

Invalid STATEWIDE STUDENT ID

'S1=' and 'ES' record error. The STATEWIDE STUDENT IDENTIFIER is invalid. It either contains non-numeric characters OR it is less than 1000000 (the starting point for SSID assignment).

Invalid TEACHER x ID

'AC=' record error. The ID provided for the teacher of record for this course either contained non-numeric characters or it was all zeroes (the x represents the teacher number 1, 2 or 3).

Invalid TEACHER x ID (SSN)

'AC=' record error. The ID provided for the teacher contained 9 digits indicating it represents a Social Security Number but it was invalid - all zeroes or first two characters were '00' or contained non-numeric data (the x represents the teacher number 1, 2 or 3).

Invalid TECH PREP code

'S1=' record error. The TECH PREP code provided was invalid.

Invalid TITLE 1 participant

'S1=' record error. The TITLE 1 code provided was invalid.

Invalid TRACK

'S1=' record error. The TRACK provided was invalid.

Invalid Utah ZIP CODE

'S1=' record error. The ZIP CODE provided is not a valid UTAH zip code - it must begin with '84' (the student is considered a Utah resident because field RESIDENT STATUS is not 'A'). Only required at Year-end but if supplied for other updates, it must be valid.

Invalid VOC-ACADEM DISADV code

'S1=' record error. The VOC-ACADEM DISADVANTAGED code provided was invalid.

Invalid WHEN TAUGHT CODE

'AC=' record error. The when taught field is invalid. It can contain up to eight characters (each being a value between 1 and 8 inclusive) without duplication. For example '1231' is invalid because '1' is duplicated.

Invalid WHERE TAUGHT SCHOOL

'AC=' record error. The where taught school contains characters other than numeric (0-9) or it's '000' (if the class is being taught *within* the school being submitted, leave it blank).

LAST DAY OF SCHOOL is invalid (DD)

'SC=' record error. The DAY part of the LAST DAY OF SCHOOL on the 'SC=' record is invalid. Either one of the positions is not numeric (SPACE is invalid - must include leading zero for days less than 10) or the day is not valid for the month provided.

LAST DAY OF SCHOOL is invalid (MM)

'SC=' record error. The MONTH part of the LAST DAY OF SCHOOL on the 'SC=' record is invalid. It can only be '05', '06', or '07' (exactly as shown...no space).

LAST DAY OF SCHOOL is missing

'SC=' record error. The LAST DAY OF SCHOOL was not provided.

LEP EXIT DATE invalid

'S1=' record error. The date the student *EXITED* LEP status is invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc). Format is YYYYMMDD. **Note:** This field is only required at Year-end and Limited English is 'F', **but if a date is supplied**, regardless of the update or Limited English value it will be edited for a valid date.

LEP EXIT DATE missing

'S1=' record error. (Year-end ONLY). Limited English field is 'F' and the date the student *EXITED* LEP status was not provided.

LEP INSTRUCTION TYPE is invalid

'S1=' record error. The LEP INSTRUCTION TYPE provided is not one of the valid options.

LEP INSTRUCTION TYPE is missing

'S1=' record error. LIMITED ENGLISH code is one which requires the LEP INSTRUCTION TYPE to be provided but it was BLANK.

LEP NATIVE LANG not found

'S1=' record error. The NATIVE LANGUAGE of the LEP student is not one of the valid values (wasn't found in the table).

LEP NATIVE LANG invalid (ENG)

'S1=' record error. The NATIVE LANGUAGE of the LEP student is invalid. It CANNOT be 'ENG' (English).

LEP NATIVE LANG missing

'S1=' record error. LIMITED ENGLISH code is one which requires the NATIVE LANGUAGE of the LEP student (Year End and October 1). However, it is missing.

LEP PARENT LANG not found

'S1=' record error. The PARENT LANGUAGE of the LEP student is not one of the valid values (wasn't found in the table).

LEP PARENT LANG missing

'S1=' record error. LIMITED ENGLISH code is one which requires the PARENT LANGUAGE of the LEP student (Year End and October 1). However, it is missing.

MESA indicator invalid

'S1=' record error. The value provided for the MESA program participation flag is invalid.

Missing BIRTH DATE

'S1=' and 'ES=' record error. No BIRTH DATE was provided for the student.

Missing CORE CODE

'AC=' record error. The 11 digit Core Code is missing.

Missing Course Membership

'AM=' record error. The course MEMBERSHIP is missing.

Missing COURSE TITLE

'AC=' record error. The course title is blank.

Missing DISTRICT NUMBER

'DI=' record error. The DISTRICT NUMBER is missing.

Missing GENDER code

'S1=' and 'ES=' record error. No GENDER code was provided for the student.

Missing GRADE LEVEL

'S1=' and 'ES=' record error. No GRADE was provided for the student.

Missing H.S. COMPL ; exit 'OG'

'S1=' record error. The SCHOOL EXIT CODE indicated the student exited with the 'Other Graduate' code of 'OG' but the HIGH SCHOOL COMPLETION STATUS field was blank.

Missing LEA STUDENT ID

Pre-sort error in 'S1=', 'S2=', 'AM', or 'ES=' record. The LEA assigned Student Number is missing. For 'S1=' and 'ES=' records - the student's name will show in 'Field in Error' area of the error display screen. For 'S2=' or 'AM=' record - there's no identifying data. You'll have to search the raw data file to find it.

Missing RACE code

'S1=' record error. No RACE code was provided for the student.

Missing SCHOOL ENTRY DATE

'S1=' record error. No SCHOOL ENTRY DATE was provided for the student.

Missing SCHOOL NUMBER

Pre-sort error in 'SC='. The SCHOOL NUMBER is missing.

Missing Scram DISABILITY

'S2=' record error. There DISABILITY code was missing.

Missing Scram EXIT DATE

'S2=' record error. There was a value in the SCRAM EXIT REASON but no SCRAM EXIT DATE was provided.

Missing Scram EXIT REASON

'S2=' record error. There was a date in the SCRAM EXIT DATE but no SCRAM EXIT REASON was provided.

Missing scram TIME CODE

'S2=' record error. The SCRAM TIME CODE is missing.

Missing STATEWIDE STUDENT ID

Pre-sort error in 'S1=' or 'ES=' record. The STATEWIDE STUDENT IDENTIFIER (SSID) is missing.

Missing Student LAST NAME

'S1=' and 'ES=' record error. No LAST NAME was provided for the student.

Missing Student FIRST NAME

'S1=' and 'ES=' record error. No FIRST NAME was provided for the student.

Month identifier invalid

'DI=' record error. The month indicator is invalid.

Multiple active SCHL OF REC (xxx)

'S1=' record error. OCTOBER 1 and Year-End updates ONLY. A student has an **active** S1 record in another school that is designated as the "School of Record" on October 1. There can be ONLY 1 **active** "School of Record" for a student for any given "as of" date. October 1 update is "as of" October 1 and the Year-End update uses the "as of" October 1 criteria for the demographic section of the S3 report. For example, if a student transferred between schools or a student is dual enrolled, he/she will have an S1 for multiple schools but only 1 of the schools can have the designation of being the **active** "School of Record" on October 1. If both S1's were indicated as the "School of Record" and they were both **active** on October 1 (based on entry and exit dates), an error exists. The '(xxx)' is the first school that was designated as the School of Record for the student.

Multiple H.S. Compl schools (xxx)

'S1=' record error (Year-end ONLY). The student has a value in H.S. Completion Status in multiple schools. A student can complete high school in **ONLY** 1 school.

NCLB SCHOOL CHOICE is invalid

'S1=' record error. The value provided in NCLB SCHOOL CHOICE is invalid.

NCLB SUPP SVCS - LARTS is invalid

'S1=' record error. The value provided in NCLB SUPP SVCS - LARTS (data element indicating the student received supplemental services in Language Arts) is invalid.

NCLB SUPP SVCS - MATH is invalid

'S1=' record error. The value provided in NCLB SUPP SVCS - MATH (data element indicating the student received supplemental services in Math) is invalid.

No matching 'S1' for this 'AM'

'AM=' record error. This 'AM' record does NOT have a matching 'S1' - no match with STUDENT ID. Check to make sure the student's 'S1' and 'AM' records have **IDENTICAL** student ID's.

No matching 'S1' for this 'S2'

'S2=' record error. This 'S2' record does NOT have a matching 'S1' - no match with STUDENT ID. Check to make sure the student's 'S1' and 'S2' records have **IDENTICAL** student ID's.

No student records (S1's)

File error. There were **ZERO** S1 records in the file. **NONE** of the updates (October 1, December 1, or Year End) can be run without S1 records so the file is deemed invalid. All data files intended to be loaded into the Clearinghouse **MUST** contain student level data.

Non-numeric course MEMBERSHIP

'AM=' record error. The course MEMBERSHIP contained non-numeric characters. The data in the field was *trimmed* of all leading and trailing spaces then padded with **LEADING ZEROES**. The result still contained at least 1 non-numeric character.

Non-numeric COURSE ATTENDANCE

'AM=' record error. The DAYS ATTENDED provided in the membership record contained non-numeric characters. The data in the field was *trimmed* of all leading and trailing spaces then padded with **LEADING ZEROES**. The result still contained at least 1 non-numeric character. Only required at Year-end but if supplied for other updates, it must be valid.

Non-numeric CREDITS ATTEMPTED

'AM=' record error. The student's grade level is 9-12 and the CREDITS ATTEMPTED provided in the membership record contained non-numeric characters. The field must be COMPLETELY filled in with numeric characters (RIGHT JUSTIFIED and LEADING ZEROES -- a 'SPACE' is not considered numeric). BLANK is OK for grade levels *OTHER THAN* 9-12. Only required at Year-end but if supplied for October 1 (and grade is 9-12) it will be edited.

Non-numeric CREDITS EARNED

'AM=' record error. The student's grade level is 9-12 and the CREDITS EARNED provided in the membership record contained non-numeric characters. The field must be COMPLETELY filled in with numeric characters (RIGHT JUSTIFIED and LEADING ZEROES -- a 'SPACE' is not considered numeric). BLANK is OK for grade levels OTHER THAN 9-12. Only required at Year-end but if supplied for October 1 (and grade is 9-12) it will be edited.

Non-numeric CUMULATIVE GPA

'S1=' record error. The CUMULATIVE GPA provided contained non-numeric characters and was **not** 'NGPA' which is the only non-numeric value allowed (used for severely handicapped special ed students only). It is required (cannot be blank) at Year-end for grades 9-12 and it must be COMPLETELY filled in with numeric characters (a 'SPACE' is not considered numeric). BLANK is OK at Year-end for grade levels OTHER THAN 9-12. If provided for October or December updates or for grades other than 9-12 for any update it will be edited.

Non-numeric PHONE NUMBER

'S1=' record error. The PHONE NUMBER provided contains non-numeric characters ('space' also considered non-numeric).

Non-numeric SCHOOL MEMBERSHIP

'S1=' record error. The SCHOOL MEMBERSHIP contained non-numeric characters. The data in the field was *trimmed* of all leading and trailing spaces then padded with **LEADING ZEROES**. The result still contained at least 1 non-numeric character.

NOT A SENIOR ; H.S. Compl = 'xx'

'S1=' record error. The HIGH SCHOOL COMPLETION STATUS contained 'G1', 'G2', 'G3', 'RT', 'CT', 'DO', or 'GP' and the student is NOT a senior...these codes only apply to seniors.

PART-TIME code is invalid

'S1=' record error. The PART TIME code provided was invalid.

REGULAR PERCENT is invalid

'S2=' record error. The SCRAM REGULAR PERCENT indicator is invalid.

REGULAR PERCENT is missing

'S2=' record error. The SCRAM REGULAR PERCENT indicator is missing.

RETAINED SENIOR ; not a senior

'S1=' record error. Field 'RETAINED SENIOR' has "RT" indicating a retained senior but the student is not a senior (grade level submitted is NOT 12).

SCHEDULE DAY TYPE is Invalid

'SC=' record error. October 1 update ONLY. The SCHEDULE YEAR TYPE is invalid.

SCHEDULE DAY TYPE is Missing

'SC=' record error. October 1 update ONLY. The SCHEDULE YEAR TYPE is missing.

SCHEDULE YEAR TYPE is Invalid

'SC=' record error. October 1 update ONLY. The SCHEDULE YEAR TYPE is invalid.

SCHEDULE YEAR TYPE is Missing

'SC=' record error. October 1 update ONLY. The SCHEDULE YEAR TYPE is missing.

SCHL/SELF membshp no CRSE membshp

'S1', 'S2', 'AM' records: The student had TOTAL MEMBERSHIP (SCHOOL membership [plus] SELF-CONTAINED membership) greater than 10 days but the student had NO COURSE MEMBERSHIP (either NO 'AM=' record(s) or ALL 'AM=' records had zero in the COURSE MEMBERSHIP field).

SCHL days + SELF-CONT days > 180

'S2=' record error. The TOTAL MEMBERSHIP days (SCHOOL membership [plus] SELF-CONTAINED membership) is greater than 180. The 'S2' record(s) flagged will be the one(s) that caused the total days to exceed 180.

SCHOOL MEMBERSHIP is missing

'S1=' record error. The SCHOOL MEMBERSHIP was not provided ('000' is OK but BLANK is an error).

SCHOOL MEMBERSHIP > 180

'S1=' record error. The SCHOOL MEMBERSHIP days reported is greater than 180.

SCHOOL MEMBERSHIP is too high

'S1=' record error. The calculated SCHOOL MEMBERSHIP days reported is too high. The calculated amount is determined by figuring the total number of days between the ENTRY date (inclusive) and the EXIT date (inclusive of the day BEFORE because the EXIT date is defined as the day AFTER the students last day) then subtracting the number of weekend days included in the calculated total days (non-weekend days off awarded by the LEA (holidays, etc) are NOT subtracted because they are not known). This is primarily a **reasonableness** check but if there are no LEA awarded weekdays off between the entry and exit dates, it becomes a more precise check (I.E. the submitted membership could be flagged as an error if the amount is off by 1 day, there weren't any LEA awarded weekdays off, and the LEA *included* the exit date in their membership calculation). For blank EXIT dates, the date submitted as the "last day of school" in the 'SC=' record will be used as the EXIT date.

SCHOOL membshp no COURSE membshp

'S1', 'S2', 'AM' records: The student had SCHOOL MEMBERSHIP ('S1' record) greater than 10 days but the student had NO COURSE MEMBERSHIP (either NO 'AM=' record(s) or ALL 'AM=' records had zero in the COURSE MEMBERSHIP field. The student had no Self-contained membership.

Normally, error messages for a student are listed in order of processing ('S1', 'S2', then 'AM'). However, the prior two error messages will be listed -AFTER- all other messages **for the student** because it's not generated until all the records for the student are processed (all 'AM' records checked for membership).

SCHOOL NUMBER is invalid

'SC=' record error. The school number contains characters other than numeric (0-9).

SCHOOL OF RECORD is invalid

'S1=' record error. The SCHOOL OF RECORD contained a value other than BLANK or 'N'.

SCHOOL YEAR mismatch

'DI=' record error. The school year on the 'DI=' record does not match the school year entered (or left as default) on the edit screen.

Scram DISABILITY is invalid

'S2=' record error. The DISABILITY CODE is invalid (not one of the valid codes).

Scram DISABILITY is invalid (age)

'S2=' record error. The DISABILITY CODE is 'DD' and the student's age is greater than 9 as of:

If December 1 processing - the current December 1 cutoff date

If Year End processing --- the prior December 1 cutoff date

Scram ENTRY DATE Invalid

'S2=' record error. The SCRAM ENTRY DATE provided is invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

SCRAM ENTRY before SCHOOL ENTRY

'S2=' record error. The SCRAM ENTRY DATE provided is BEFORE the student's school entry date.

Scram ENTRY DATE Missing

'S2=' record error. The SCRAM ENTRY DATE is missing.

SCRAM ENTRY on/after SCHOOL EXIT

'S2=' record error. The SCRAM entry date in the 'S2' record is ON OR AFTER the student's EXIT DATE from school.

SCRAM error - Overlapping dates'

'S2=' record error. There are multiple S2 records for a student and the ENTRY/EXIT dates overlap....there can only be 1 active S2 for a student at any given time. It's OK for an S2 to have the same ENTRY date as another one's EXIT DATE.

Scram EXIT DATE invalid

'S2=' record error. The SCRAM EXIT DATE provided is invalid. Could be missing characters or some portion of the date (year, month, day) was invalid (I.E. century not 19 or 20 ; 13 for the month, etc).

Scram EXIT REASON invalid

'S2=' record error. The SCRAM EXIT REASON is invalid.

SCRAM MEMBERSHIP is missing

'S2=' record error. The SCRAM MEMBERSHIP was not provided (BLANK) or it was ZERO.

Scram MEMBERSHIP > 180

'S2=' record error. The SCRAM "RESOURCE" record flagged contains MEMBERSHIP days in excess of 180.

Scram MEMBERSHIP not numeric

'S2=' record error. The SCRAM MEMBERSHIP contained non-numeric characters. The data in the field was *trimmed* of all leading and trailing spaces then padded with **LEADING ZEROES**. The result still contained at least 1 non-numeric character.

SELF CONT membership > 180

'S2=' record error. The total SELF CONTAINED days (for all SELF CONTAINED 'S2' records for this student) is greater than 180. Either the membership days for the flagged record is greater 180 or there was at least 1 SELF CONTAINED 'S2' record with membership prior to this flagged record and this record's membership days caused the total to exceed 180. For example, membership days on the first SELF CONTAINED 'S2' record is 120 and membership days on a second SELF CONTAINED 'S2' record is 61. The second one would be flagged as an error because it caused the total to be greater than 180. If there was a third SELF CONTAINED 'S2' record with membership, it would also be flagged as an error (in this example), etc.

Senior ; NO Exit ; NO H.S. Compl

'S1=' record error (Year-end ONLY). The student is a senior (grade 12) with NO school exit and the High School Completion Status data element is missing (for his/her school of record).

SpEd exit (S1) / S2 exit conflict

'S2=' record error. There **was** a SPECIAL ED EXIT DATE provided in the S1 record and the indicated S2 was either missing an exit date (indicating an active S2) or the S2 exit date was after the SPECIAL ED EXIT DATE. If the student EXITED Special Education services, every S2 **must have an exit date** and it must be ON or BEFORE the SPECIAL ED EXIT DATE in the S1 record.

SpEd exit AFTER end of school

'S1=' record error. The SPECIAL ED EXIT DATE provided was AFTER the last day of school (SC record).

SpEd exit AFTER school exit

'S1=' record error. The SPECIAL ED EXIT DATE provided was AFTER the SCHOOL exit date.

SSN invalid as TEACHER x ID

'AC=' record error. The ID for the teacher provided (**x** = the teacher number) was 9 characters and, therefore, appears to be an SSN which is invalid. SSN is no longer allowed as a TEACHER ID.

Student Has 'S1' and 'ES' record

'S1=' / 'ES=' record error (October 1 ONLY). The student has BOTH an 'S1' record and an 'ES' record. If you submit an 'ES' record for a student, you CANNOT also submit an 'S1' record for that student for any school in the district.

Student Has Multiple S1's

Pre-sort error in 'S1=' record. The student has at least 2 'S1' records within the same school (same student number, last name, first name, birth date, gender, and SSID).

STUDENT ZIP CODE invalid

'S1=' record error (Year-end ONLY). The ZIP CODE provided is invalid (less than 5 characters). Only required at Year-end but if supplied for other updates, it must be valid.

STUDENT ZIP CODE missing

'S1=' record error (Year-end ONLY). The ZIP CODE is missing.

STUDENT ZIP not numeric

'S1=' record error (Year-end ONLY). The ZIP CODE provided contains non-numeric characters. Only required at Year-end but if supplied for other updates, it must be valid.

TEACHER 1 ID missing

'AC=' record error. There was no ID provided for the teacher of record for this course.

TEACHER 2 ID is a duplicate

'AC=' record error. The ID entered for teacher 2 is the SAME ID as the one entered for teacher of record (teacher 1).

TEACHER 3 ID is a duplicate

'AC=' record error. The ID entered for teacher 3 is the SAME ID as the one entered for primary teacher of record (teacher 1) or teacher 2.

TEACHER 3 ID - No TEACHER 2 ID

'AC=' record error. There was an ID entered for teacher 3 but none was entered for teacher 2 (a teacher 3 without a teacher 2 ??).

Timeframe Pre-k, stu NOT Pre-k

'S2=' record error. The SCRAM TIME SETTING provide is designated as Pre-K only but the student's GRADE LEVEL provided in the 'S1' record indicates the student is NOT Pre-K.

TRIBAL AFFILIATION is invalid

'S1=' record error. The TRIBAL AFFILIATION provided is not among the valid options.

TRIBAL AFF missing (RACE I 'I')

'S1=' record error. The students race is 'I' but the TRIBAL AFFILIATION is missing.

WARNING - Concentrator ; NO SSN

(Removed as of Year End 2008)

'S1=' record warning. The student flagged has a value in the Vocational Concentrator field but NO SSN was provided. Although the SSN is not required, the CTE department must have SSN's for as many concentrators as possible. Please make every effort to get, and submit, the SSN of vocational concentrator students.

WARNING - School Attendance low

The school's ATTENDANCE was less than 1/2 of the school's MEMBERSHIP. This is a warning because it seems unreasonable and you should check it out. The ATTENDANCE and MEMBERSHIP totals can be viewed for the school by selecting "More Totals".

NOT APPLICABLE IF:

- school is strictly Pre-K (**every student's** grade level is Pre-K)
- school is an out of state school (**every student** is Resident Status 'C')
- school is a dedicated YIC facility

WARNING - YIC schl ; memb to 0

'S1=' record error. The school the student was submitted under is a dedicated YIC facility and SCHOOL MEMBERSHIP for the student was greater than ZERO. This message is to let you know that during the actual Clearinghouse update the SCHOOL MEMBERSHIP and ATTENDANCE will be set to ZERO for this student.

WHERE TAUGHT CAMPUS is invalid

'AC' record error. The WHERE TAUGHT CAMPUS provided is not 'C' or 'H'.

WHERE TAUGHT CAMPUS is missing

'AC' record error. The course is a concurrent enrollment course which requires the WHERE TAUGHT CAMPUS to be provided but it was BLANK.

WHERE TAUGHT DIST invalid

'AC=' record error. The where taught district number contains characters other than numeric (0-9) or it's '00' (if the class is being taught **within** the district being submitted, *leave it blank*).

WHERE TAUGHT DIST but NO school

'AC=' record error. There is a value in WHERE TAUGHT DISTRICT (other than your own), but there is NOT a value in WHERE TAUGHT SCHOOL. If this course is taught in a district other than your own, you must include both the DISTRICT and SCHOOL numbers.